

CT 210 - Microsoft Word 1 (Word1)

Course Description

Using step-by-step instructions, this seven-session course introduces the basic features of Microsoft Word, the word processing program included in Microsoft Office.

Prerequisite Class or Skills

- PRC Windows Fundamentals with Advance recommendation or
- Pass an assessment which demonstrates basic computer and Windows knowledge

Learning Objectives

1. Getting Started with Word

- Review basic screen layout
- Minimize and maximize windows
- Close a window

2. Create and Save Documents

- Create and save a new document
- Move around in a document
- Insert and delete text
- Undo, Redo and Repeat commands
- Use the on-line help
- Save documents and difference between Save and Save As

3. Format Text

- Use the Bold, Underline, and Italicize features
- Change the Font, Font size, Color

4. Copy, Move & Paste Text

- Understanding the Clipboard
- Cut and Paste to move text
- Copy and Paste to copy text
- Switching between Word documents

5. Enhance Documents

- Adjust margins, orientation, page size
- Printing options
- Change text alignment – left, center, right, justified
- Tabs and Indents
- Create bulleted and numbered lists
- Spell check a document
- Use the Find/Replace feature
- Insert a page break
- Add a header and footer

6. Other Tools

- Create and modify a Table
- Borders and Shading
- Insert and format pictures, clip art, Text boxes and WordArt
- Templates

Length:

1 ½ hours per week for 7 weeks